



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
Policy Analysis & Program Implementation Unit
Work Programs Section

BWSP OPERATIONS MEMO

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Non W-2 ☒ **W-2** ☐ **CC** ☐

PRIORITY: Medium

SUBJECT: FOOD STAMP APPLICATIONS

CROSS REFERENCE: FS Handbook Appendix 1.3.4, 9.1.0 & 21.1.0
BWSP Operations Memo 99-42
Code of Federal Regulations 7 CFR 271.2, 7CFR273.2; 7 CFR
273.3
FNS Policy Transmittal (11/17/94)
FNS Food Stamp Desk Reference Guide

EFFECTIVE DATE: Immediately

PURPOSE

This memo will further clarify and reiterate policy regarding what constitutes a food stamp (FS) application and the agencies' responsibilities if someone applies for FS in the wrong office.

RESIDENCY

An FS group must live in the county or tribal area in which it applies for FS (FSH 9.1.0).

No FS group may participate in more than one county in any month unless it consists of one or more individuals who are residents of a shelter for battered women and children and who were members of a household containing the person who had abused them (FSH 1.3.4).

The FS application filing date is the date the signed FS application is submitted to the appropriate FS office (*the county or tribal office where the applicant lives*).

If a person calls or comes into the wrong agency (county or tribal office) to apply for FS, the agency's minimum duty is to inform the person they are in the wrong office, give the person

the address and telephone number of the appropriate county or tribal office and explain the fact that their filing date and the application process cannot begin until they file an application with the appropriate FS office. If the household has completed the application, the agency must also offer to forward the application to the appropriate office that same day.

If a person comes into the wrong office, but is in the right county, (see example) to apply for FS, s/he must be allowed to apply and set the filing date. The agency will complete Client Registration in CARES, schedule an eligibility interview in the correct office, transfer the case, and give the client notice of the appointment and location.

Examples: Counties with satellite offices or where W-2 offices are located separate from the ES office within a county. Various regions within Milwaukee County.

APPLICATIONS

Anyone expressing an interest in receiving FS, in person at the agency or over the telephone, should be encouraged to file an application form the same day s/he contacts the FS office.

PHONE AND WRITTEN REQUESTS

If a person contacts the FS office by telephone and doesn't want to or is unable to come to the FS office to file the application that same day, the agency must, at the applicant's request, mail the one page application form (DES-11605) to the household on the same day the telephone request is received.

Also, if the agency receives a written request for FS, it must mail the one page application to the applicant on the same day it receives that written request.

FAX REQUESTS

Local FS offices should accept faxed applications to initiate the application process and set the filing date. No benefits should be issued or a final determination of a household's eligibility should be made until a CAF with an original signature is received by the FS office. Faxed applications received on weekends, holidays or after hours should be considered received on the first working day following receipt of the application.

CONTACT

DES CARES & Policy Call Center	Email:	carpolcc@dwd.state.wi.us
	Telephone:	(608) 261-6317 (Option #1)
	Fax:	(608) 261-6968

Note: Email contacts are preferred. Thank you.